

## **ATTACHMENT 2**

### **CONTINGENCY PLAN**

#### **2.A. PURPOSE**

- 2.A.I. The Contingency Plan describes the actions to be taken by each employee in the event of a spill, fire or other emergency. It includes the information necessary to address emergency situations efficiently and in such a manner as to prevent or minimize hazards to human health or the environment due to fire, explosion, or any other release of hazardous materials to the air, soil, surface water, or ground water.
- 2.A.II. The Contingency Plan shall be carried out immediately whenever there is a fire, explosion, or release of hazardous waste or materials that could threaten human health or the environment.

#### **2.B. EMERGENCY COORDINATOR RESPONSIBILITIES**

- 2.B.I. The Emergency Coordinator or alternate is responsible for implementing the Contingency Plan during an emergency; however, all employees shall be familiar with the procedures in this plan so that they know what to do during an emergency situation. Employees will be trained on the Contingency Plan as described in the ATTACHMENT 4 of this Permit.
- 2.B.II. The Emergency Coordinator and alternates are familiar with all aspects of this Contingency Plan, the operations and activities at the facility, the location and characteristics of materials handled, the location of all records within the facility and the facility layout. The Emergency Coordinator and alternates have the authority to commit the resources necessary to carry out the Contingency Plan.
- 2.B.III. Table 1-ATTACHMENT 2 contains the names and information of those persons qualified to act as Emergency Coordinators. This list will be updated, as necessary. At all times, at least one of the employees designated as the Emergency Coordinator will be at the facility or on call to respond to an emergency situation at the facility.

#### **2.C. RESPONSIBILITIES DURING AN EMERGENCY**

- 2.C.I. The person who discovers the emergency situation shall report the situation to the Emergency Coordinator.
- 2.C.II. Whenever there is an imminent or actual emergency situation, the Emergency Coordinator (or alternate when the Emergency Coordinator is not available) shall immediately:

- 2.C.II.a. Activate the internal facility communication system to notify all facility personnel;
- 2.C.II.b. Notify Safety-Kleen's Incident Notification System using the 24-hour telephone number 1-800-468-1760; and
- 2.C.II.c. Notify appropriate state or local agencies with designated response roles, if necessary.
- 2.C.III. Whenever there is a release, fire, or explosion, the Emergency Coordinator shall immediately try to identify the character, exact source, amount, and extent of any contamination. This can be accomplished by observation or by review of facility records. If necessary, outside laboratories may be contacted to perform chemical analysis.
- 2.C.IV. During an emergency, the Emergency Coordinator shall assess possible hazards to human health or the environment that may result from the release, fire, or explosion. This assessment shall consider both direct and indirect effects of the release, fire, or explosion such as toxic, irritating, or asphyxiating gases that may be generated, or the effects of any hazardous run-off.
- 2.C.V. During an emergency, the Emergency Coordinator shall take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous waste at the facility. These measures shall include, where applicable, stopping processes and operations, collecting and containing released waste, and removing or isolating containers.

**2.D. REMEDIAL ACTION RESPONSIBILITIES**

- 2.D.I. If the environment has been contaminated or there is a potential for contamination as a result of a fire, explosion, or spill, the Emergency Coordinator shall contact the Safety-Kleen Incident Notification System to report the incident. Treatment, storage and/or disposal of recovered waste, contaminated soil, or contaminated surface water from a spill or fire will be arranged by Safety-Kleen and carried out as expeditiously as possible.
- 2.D.II. The Emergency Coordinator shall ensure that, in the affected area(s) of the facility:
  - 2.D.II.a. No substances that may be incompatible with the released material are brought on site until cleanup procedures are completed; and
  - 2.D.II.b. All emergency equipment listed in the Contingency Plan is cleaned and deemed fit for its intended use or replaced before operations are resumed.

**2.E. REPORTING RESPONSIBILITIES**

- 2.E.I. The Emergency Coordinator shall determine whether the facility has had a release that could threaten human health or the environment outside the facility.
- 2.E.II. If the Emergency Coordinator's assessment indicates that evacuation of local areas may be advisable, the Emergency Coordinator shall immediately notify appropriate authorities, the Safety-Kleen Incident Notification System and the Executive Secretary and provide the following information:
  - 2.E.II.a. Name and telephone number of notifier;
  - 2.E.II.b. Name and address of facility;
  - 2.E.II.c. Time and type of incident (e.g., release, fire);
  - 2.E.II.d. Name and quantity of material(s) involved, to the extent known;
  - 2.E.II.e. The extent of injuries, if any; and
  - 2.E.II.f. The possible hazards to human health, or the environment outside the facility.
- 2.E.III. Safety-Kleen shall notify the appropriate state and local authorities that the facility is in compliance with R315-8-4.7(h) before operations are resumed in the affected area(s) of the facility.
- 2.E.IV. The Emergency Coordinator shall record in the facility operating record the time, date, and details of any incident that requires the implementation of the Contingency Plan. Within 15 days of the incident, Safety-Kleen shall submit a written report on the incident to the Executive Secretary. The report shall include:
  - 2.E.IV.a. Name, address, and telephone number of the owner or operator;
  - 2.E.IV.b. Name, address, and telephone number of the facility;
  - 2.E.IV.c. Date, time, and type of incident (e.g., fire, explosion);
  - 2.E.IV.d. Name and quantity of material(s) involved;
  - 2.E.IV.e. The extent of injuries, if any;
  - 2.E.IV.f. An assessment of actual or potential hazards to human health or the environment, where this is applicable; and
  - 2.E.IV.g. Estimated quantity and disposition of recovered material that resulted from the incident.

- 2.E.V. During an emergency, the following government agencies and local authorities may be contacted as appropriate:

<b>Agency/Authority</b>	<b>Rationale</b>
Police Department	Notify if there is imminent danger to human health
Fire Department	Notify if there is a fire, uncontrolled spill, or other imminent danger
Hospital	Notify if there are injuries
Executive Secretary	Report releases and fires
Qualified Emergency Response Contractor	Call to assist with remedial action after a release

- 2.E.VI. Arrangements have been made to familiarize the police department, fire department, and local emergency response teams with the layout of the facility, the properties and hazards of materials handled at the facility, the locations where facility personnel normally work, entrances to the facility, and possible evacuation routes. Arrangements have also been made to familiarize the local hospital with the types of injuries or illnesses that could result from fires, explosions, or releases at the facility. Copies of the letters to the local police department, fire department, and hospital are on file at the facility and records of updates shall be kept in the facility operating record. Material Safety Data Sheets (MSDSs) for products commonly stored on site shall be made available to all employees at the facility and shall be distributed to those entities with which arrangements have been made.

## **2.F. SPECIFIC EMERGENCY RESPONSE PROCEDURES**

- 2.F.I. Response actions to be taken in specific emergency situations are described in the sections that follow. Spilled waste shall be identified by observation (location and type of container) and the markings on container labels.
- 2.F.I.a. MINOR SPILLS
- 2.F.I.a.i. If a spill should occur while pouring waste solvent into a dumpster or while filling drums with solvent product at the return and fill station, and it is contained in the secondary containment at the base of the return and fill station, the spill shall be collected with absorbent material. Should the spill occur outside the containment, remedial actions depend on whether the spill occurs on a paved or unpaved area:
- 2.F.I.a.i(A). If a solvent spills on a paved area, it shall be collected with absorbent sheets or absorbent material. The absorbents shall be collected, drummed and shipped to a processing/disposal facility for proper disposal.

- 2.F.I.a.i(B). If a solvent spills on an unpaved area, any free liquid shall be collected with absorbent material. The absorbent material and any contaminated soil shall be collected, drummed and shipped to a processing/disposal facility for proper disposal.
- 2.F.I.a.ii. If a spill occurs while handling containers outside of the warehouse, the applicable response actions described in Conditions 2.F.I.a.i(A). and 2.F.I.a.i(B). above shall be followed. Spills inside the warehouse and the container storage areas are kept from contaminating the environment by concrete or steel floors and the secondary containment. In the event of a spill indoors, the doors and windows shall be opened to improve the ventilation in the confined area. If ignitable material is spilled in a non-explosion rated area or is flowing into such, workers in the area shall ensure that all sources of ignition (e.g., thermostats or light switches) are left in the same position (either on or off) as at the time of the spill. Then, following the instructions from the appropriate Material Safety Data Sheet, workers shall enter the area wearing appropriate personnel protection such as rubber gloves, aprons, safety glasses, and a respirator, collect the liquid, containerize it and return it to storage.
- 2.F.I.a.iii. All sumps are emptied and cleaned using either absorbents and a wet/dry vacuum cleaner, or both. Liquid in the sumps shall be removed upon detection. The sumps are closed and no piping is associated with them. All material collected from spill cleanups shall be treated as hazardous waste.
- 2.F.I.a.iv. Clean-ups are considered complete only when the workers have cleaned themselves and the emergency equipment with soap and water. All minor spills shall be reported to the Safety-Kleen Incident Notification System and if necessary, to the Executive Secretary as required under R315-9.
- 2.F.I.b. MAJOR SPILLS
- 2.F.I.b.i. Any spill that cannot be completely remediated using the methods described in Condition 2.F.I.a., is a major spill. A major spill is usually the result of a vehicular accident, tank overfilling, equipment failure or a fire. Spilled material that escapes collection can contaminate soil, surface water, ground water, sanitary sewer systems, and storm sewer systems. Emergency response to this type of spill shall include the following as applicable:
- 2.F.I.b.i(A). Assist any injured people;
- 2.F.I.b.i(B). Stop the flow of waste/solvent, if possible;
- 2.F.I.b.i(C). Retain, contain or slow the flow of the released material, if possible;

- 2.F.I.b.i(D). If the released material escapes containment efforts, immediately call the local Fire Department, and report to the Emergency Coordinator and the Incident Notification System; and
- 2.F.I.b.i(E). Immediately recover the spilled material to reduce property and environmental damage. Start recovery operations immediately.
- 2.F.I.b.ii. If there is an imminent or actual emergency situation, the Emergency Coordinator shall immediately contact emergency response authorities. The Emergency Coordinator shall report any incident as soon as possible to the Safety-Kleen Incident Notification System using the 24-hour telephone number, and request further assistance if necessary. The Emergency Coordinator shall call an emergency cleanup response contractor, if it is deemed necessary, and report the incident to the National Response Center and the Executive Secretary. Otherwise, the Safety-Kleen Incident Notification System will contact the proper authorities. Emergency response agencies, qualified emergency response contractor(s), Safety-Kleen's Incident Notification System, and spill response agencies including the Executive Secretary, have telephone numbers that are posted by at least one phone at the facility.
- 2.F.I.b.iii. The person reporting a spill shall be prepared to give his name, position, company name, address and telephone number. The person reporting shall also describe the material spilled and, if possible, some estimate of the amount, and the containment status and specify any equipment needed.
- 2.F.I.b.iv. All spill incidents shall be recorded by Safety-Kleen in the facility operating record. Incident reports shall at a minimum include the following information:
- 2.F.I.b.iv(A). The location of the spill;
- 2.F.I.b.iv(B). The name of the person reporting the spill;
- 2.F.I.b.iv(C). Date, time, and type of incident (e.g., fire, explosion);
- 2.F.I.b.iv(D). Name and quantity of material(s) involved;
- 2.F.I.b.iv(E). The extent of injuries, if any;
- 2.F.I.b.iv(F). An assessment of actual or potential hazards to human health or the environment, where this is applicable; and
- 2.F.I.b.iv(G). A record of agencies and departments notified.

## **2.G. FIRE CONTROL PROCEDURES**

- 2.G.I. If a fire occurs, trained personnel may attempt to extinguish the fire but only if they believe that they can do so without endangering themselves. Trained personnel shall assess the situation then act quickly with a fire extinguisher to put out the fire before it spreads. If it cannot be extinguished immediately, the facility shall be evacuated and the fire department shall be notified.
- 2.G.II. Vapors of the petroleum based solvents exposed to a spark or open flame can flash at temperatures over 105°F. Petroleum based solvent can generate carbon monoxide and other poisonous gases. If a fire affects the storage tanks or container storage areas, then:
- 2.G.II.a. Isolate the hazard area and deny entry to unauthorized personnel;
  - 2.G.II.b. Stay upwind, keep out of low areas;
  - 2.G.II.c. Ventilate closed areas before entering them;
  - 2.G.II.d. Wear positive pressure breathing apparatus and protective clothing; and
  - 2.G.II.e. Evacuate a 600-foot radius area endangered by the gas.
- 2.G.III. A petroleum based solvent fire can best be extinguished with foam. If foam is not available, sweeping the fire with water fog can cool it, directing the water spray to push the flames into a confined area, if possible. The flame should not be extinguished until the flow of the solvent has been stopped. Then attention should be directed immediately to extinguishing the flame.
- 2.G.IV. Chlorinated solvents (immersion cleaner and dry cleaning wastes) are not flammable, but can produce phosgene gas and hydrochloric acid at very high temperatures (about 1200°F). The potential for the materials reaching a decomposition state is minimal; however, personnel and local authorities shall be made aware of the proper response, should a fire affect the drum storage areas including:
- 2.G.IV.a. Isolate the hazard area and deny entry to unauthorized personnel;
  - 2.G.IV.b. Stay upwind, keep out of low areas;
  - 2.G.IV.c. Ventilate closed spaces before entering them;
  - 2.G.IV.d. Wear positive pressure breathing apparatus and protective clothing; and
  - 2.G.IV.e. Evacuate a 600-foot radius area endangered by the gas, or larger area if necessary, based on an assessment of the potential hazard.

- 2.G.V. A fire in the drum storage area can best be extinguished by foam, water fog, or water spray.
- 2.G.VI. Paint wastes can generate carbon monoxide and other poisonous gases. Therefore, it is important to wear positive pressure breathing apparatus and full protective clothing in the affected area. If a fire in or near the metal shelter container storage area occurs:
- 2.G.VI.a. Isolate the hazard area and deny entry to unauthorized personnel;
- 2.G.VI.b. Stay upwind; keep out of low areas; and
- 2.G.VI.c. Wear positive pressure breathing apparatus and protective clothing.

**2.H. FACILITY EVACUATION**

- 2.H.I. Clearly marked exits exist in the warehouse and office area and employees are trained to be aware of all potential escape routes as required by ATTACHMENT 4.
- 2.H.II. When an uncontrolled fire or release has occurred, or the Emergency Coordinator deems necessary, all personnel are to evacuate the facility according to the Evacuation Plan, Appendix A-ATTACHMENT 2 and assemble across Pioneer Road to assure that all personnel are accounted for and out of the hazardous area. An oral cry and the intercom will be used to alert employees to evacuate. Employees are trained for evacuation of the facility. The fire department must be notified at the time of evacuation either from a safe on-site building or from a neighboring facility.

**2.I. ARRANGEMENTS WITH EMERGENCY RESPONSE CONTRACTORS**

- 2.I.I. Safety-Kleen keeps at least one emergency response company on retainer to provide remedial services listed above. Emergency response contractor(s) will be selected based on their ability to respond to an incident at the facility, remediate an incident involving materials handled by the facility, and their ability to meet Safety-Kleen liability and performance standards. These contractors will be contacted to provide emergency assistance during a release and cleanup.

**2.J. EMERGENCY EQUIPMENT**

- 2.J.I. Safety-Kleen shall maintain the emergency equipment described in Table 1- ATTACHMENT 3.

**2.K. AVAILABILITY AND REVISION OF THE CONTINGENCY PLAN**

- 2.K.I. An updated copy of this plan shall be kept at the service center and it shall be updated as necessary throughout the operating life of the service center. Copies



of this plan and all revisions shall be provided to local authorities and organizations that may be called upon to provide emergency services. In addition, this plan, and all revisions to the plan, shall be made readily available to employees working at the service center.

- 2.K.II. The plan shall be reviewed and updated, if necessary, whenever:
  - 2.K.II.a. The service center permit is modified in accordance with Condition I.D. to allow new processes or wastes to be stored or treated, or applicable regulations are revised;
  - 2.K.II.b. The list or location of emergency equipment changes;
  - 2.K.II.c. The service center changes in its design, construction, operation, maintenance, or other circumstances in a way that:
    - 2.K.II.c.i. Increases the potential for fires, explosions, or releases of hazardous constituents; or
    - 2.K.II.c.ii. Changes the response necessary in an emergency.
  - 2.K.II.d. The names, addresses, or phone numbers of Emergency Coordinators change;
  - 2.K.II.e. Employees assigned to emergency response tasks change; or
  - 2.K.II.f. The plan fails when implemented in an emergency.
- 2.K.III. The Executive Secretary shall be notified within seven days, in accordance with Condition I.D., of any change in Emergency Coordinator.

## TABLE 1 -ATTACHMENT 2

### EMERGENCY INFORMATION FOR SALT LAKE CITY, UTAH SERVICE CENTER

#### A. Emergency Coordinators

<u>Name:</u>	<u>Home Address:</u>	<u>Telephone:</u>
<b>Facility Emergency Coordinator</b>		
Mike Blanchard Branch Manager	6899 South Demby Dale Road West Jordan, UT 84084	Office: (801) 975-0742 Home: (801) 944-4772 Cell: (801) 330-3380
<b>Alternate Emergency Coordinator</b>		
Sandra Jorgensen Secretary	5408 Hunter Drive West Valley City, UT 84120	Office: (801) 975-0742 Home: (801) 966-1857 Cell: (801) 330-0092
<b>Second Alternate Emergency Coordinator</b>		
Tony Lovato Sales Manager	435 North Morton Drive Salt Lake City, UT 84116	Office: (801) 975-0742 Home: (801) 359-8904 Cell: (801) 330-3390

#### B. Emergency Notification Phone Number

- a. Internal –  
Safety-Kleen Incident Notification System  
24-Hour Emergency Number: (800) 468-1760
- b. External –  
National Response Center  
24-Hour Emergency Number: (800) 424-8802
- c. Utah Department of Environmental Quality: (801) 536-4123

#### C. Emergency Notification

<u>Unit</u>	<u>Telephone Number</u>
a. General Emergency	911
b. Salt Lake City, UT Police Department	(801) 799-3000
c. Salt Lake City, UT Fire Department	(801) 363-4401
d. Pioneer Valley Hospital	(801) 964-3100
e. Emergency Response Contractor: CURA Environmental Services	(800) 579-2872

**ATTACHMENT 2 – CONTINGENCY PLAN**

**APPENDIX A**

**EVACUATION PLAN**



Insert - Site Plan Showing Evacuation Routes, Drawing Number 716601-QJPB003, Rev A